

# Electronic Reporting is as Easy as 1-2-3

To find out more information about Electronic Reporting, visit: [www.census.gov/econhelp](http://www.census.gov/econhelp)

## Step 1 Install the software on your computer

### Download and install the software

- Go to [www.census.gov/econhelp](http://www.census.gov/econhelp).
- Select **Report of Organization** or **Annual Survey of Manufactures**.
- Click on **Electronic Reporting**.
- Follow the instructions to download and save the software.
- To install the software from Windows, click **Start**.
- Select the **Run** option.
- Type or browse to the folder of the downloaded software (e.g., C:\Temp\GIDS\_Surveyor\_Setup.exe).
- Click **OK**.
- Follow the on-screen instructions.

### Open the software

- From Windows click **Start**.
- Click **Programs | U.S. Census Bureau | Surveyor**.

### Download the report forms

- When prompted to download survey data or check for updates, click **Yes**, and then click **Next**.
- Select **Report of Organization and/or Annual Survey of Manufactures** from the pull-down menu.
- Locate **UID (User ID)** and **PW (Password)** on the cover letter or in the label of your paper form and enter them when prompted.



*Password is case sensitive (use all CAPS).*

CFN	XXXXXXXXXXXX	XXX X XXXXX XX XXX	CFN
EIN	XX-XXXXXXX	XXXXXXX X	
UID	XXXXXXXXXXXX	PW XXXXXXXX	
N	XXXXXXXXXXXX	SEQ# X	
COMPANY NAME 10 MAIN STREET ANYTOWN VA 22066			

- Click **Next** and **Finish**.
- When prompted to download forms, click **Yes**. Then click **Next**, click **Next**, and click **Finish**.

## Step 2A Fill out the report forms individually

For an alternative method of reporting form NC-99002 and MA-10000 data, go to **Step 2B** to create and import spreadsheets of your data.

### Review our list of your locations

- Review the Form Inbox to verify that all of your locations are listed.
- If any locations are missing, click the **Add Location(s)** button or press **Ctrl + N**.
  - Click (Form) **ID of NC-99003**, specify the **Number** of locations to be added, and click **Add** to add those locations to the Form Inbox.

### Fill out the report forms

- Double-click on the Form ID in the first row to open that form, and complete all applicable items.

**NOTE** If you added locations, be sure to provide as much data as possible for those locations.

- After entering data for a location, click the **Save** button or press **Ctrl + S** to save your changes.
- Click **Next Page** to report for another location, or click **Close** to return to the Form Inbox.
- After completing all of your forms, go to **Step 3**.

## Step 2B Create and import a spreadsheet of your data

### Review our list of your locations

- Review the Form Inbox. If any locations are missing you can add them while completing your spreadsheet.

### Create a spreadsheet

- Click the **Export** button, and click **Next** after reading the information.
- **Select an import/export map** from the pull-down menu to convert your form(s) to a spreadsheet.
  - **CFN Map 1 - Report of Organization**.
  - Form MA-10000 requires two spreadsheets.
    - **CFN Map 2 - Annual Survey of Manufactures General Questions** - all items except Item 22.
    - **CFN Map 3 - Annual Survey of Manufactures Product Classes**.
- Enter a file name (without spaces) for your spreadsheet, which will be saved in a CSV format.
- Click the Folder button to specify where to save your file, click **Save**, and then click **Next**.
- Select **Export All Forms of Type**, select the form that corresponds to your map from the pull-down menu, click **Next**, and click **Finish**.
- Click **Close**.

### Fill out the spreadsheet



*Do not delete, move, or insert columns in your spreadsheet.*

- Open the CSV file that you created in the **Create a spreadsheet** step. (Hint: file type = "text.")
- Provide and update data for all locations listed in your spreadsheet.
- Add a new row in the **Report of Organization** (Form NC-99002) spreadsheet for any missing locations.
  - For each add, insert a unique number (e.g., 1, 2, 3, 4, etc.) in the first column (column **A**), which is labeled **RECORD CFN**.
  - When you add locations, please be sure to provide name, address, store number, and data (columns **B** through **L** and column **W**); major activity (columns **X** and **Y**); previous owner (columns **Z** through **AE**); and any remarks (column **AF**).
- Save your spreadsheet(s) in an XLS or CSV format, and close your spreadsheet(s).

### Import data into the software

- Click the **Import** button.
- **Select your import/export map**. Use the pull-down menu to find the same map that you used to create your spreadsheet.
- Specify the spreadsheet file to Import. You can click the Folder button to browse to locate your spreadsheet.
- If prompted with a list of **Establishments You Are Adding**, select form **NC-99003**.
- Click **Next**, click **Next**, and click **Finish** to import the data from your spreadsheet into the Surveyor software.
- Go to **Step 3**.

## Step 3 Submit report forms

Before submitting your data with the Surveyor software, be sure to review any errors and warnings noted in the **Errors** and **Warnings** columns in the Form Inbox by scrolling to the far right on the Form Inbox. Double-click on the row in the Form Inbox to open that form to view and correct the errors and warnings on that form, if applicable.

### To submit responses via Internet

- Click the **Submit** button.
- Select **Send Response Via Internet**, and click **Next**.
  - Select **Submit All Sectors** if you completed and want to submit all of your forms.
  - Select **Submit Individual Forms** to submit individual MA-10000 forms.
    - Click **Next**.
    - Select the locations to submit.
- Click **Next**, and the software will review your responses for errors: You cannot submit responses with errors.
  - If you receive a **Verification Failed** message, then you will need to correct the errors on the listed form(s).
    - Click **Cancel**, and click **Yes**.
    - Scroll to the far right on the Form Inbox to find the **Errors** column (errors are highlighted in red).
    - For each location with an error, double-click on the row with the error, fix the error on that form, save your change, close the form, and redo the **To submit responses via Internet** process.
- Click **Display Certification Form**, complete the **Certification** information, click **Submit**, and click **Next**.
- Enter **User ID (UID)** and **Password (PW)**, and click **Next**.
- **Print** your **Response Received** information, if you want to.
- Click **Finish**.

### To submit responses via diskette

- Click the **Submit** button.
- Select **Send Response Via Diskette**, and click **Next**.
  - Select **Submit All Sectors** if you completed and want to submit all of your forms.
  - Select **Submit Individual Forms** to submit individual MA-10000 forms.
    - Click **Next**.
    - Select the locations to submit.
- Click **Next**, and the software will review your responses for errors: You cannot submit responses with errors.
  - If you receive a **Verification Failed** message, then you will need to correct the errors on the listed form(s).
    - Click **Cancel**, and click **Yes**.
    - Scroll to the far right on Form Inbox to find the **Errors** column (errors are highlighted in red).
    - For each location with an error, double-click on the row with the error, fix the error on that form, save your change, close the form, and redo the **To submit responses via diskette** process.
- Click **Display Certification Form**, complete the **Certification** information, click **Submit**, and click **Next**.
- Insert a blank diskette, use **Diskette Drive** to specify a location to save your responses (you can browse by clicking on the folder button), click **OK**, and click **Next**.
- Click **Finish**.
- Mail diskette to: U.S. Census Bureau  
ATTN: DSB Building 61A  
1201 East 10th Street  
Jeffersonville, IN 47132-0001

## Submission Complete!!

For more information about Electronic Reporting, visit: [www.census.gov/econhelp](http://www.census.gov/econhelp) or call the Electronic Reporting Operations Branch at 1-800-838-2640, Monday through Friday, 7:30 a.m. to 4:00 p.m., Eastern time, excluding holidays.